



COORDINATOR (FIRE AND RESCUE SERVICES)
DEPARTMENTAL OPEN EXAMINATION
CONTINUOUS
EXAM CODE: 4OEAA

Department(s):	California Governor's Office of Emergency Service (Cal OES)
Opening Date:	03/21/2014
Cut-off Date:	Continuous: See below*
Monthly Salary:	Coordinator: \$6833.00 - \$8600.00 An applicant may qualify for pay differentials if selected for the position. The following pay differentials may be available: Education Differential: \$50.00 per month (Intermediate POST certificate or equivalent) / \$75.00 per month (AA or AS Degree) / \$100.00 per month (Advanced POST certificate or equivalent) / \$125.00 per month (BA or BS Degree). Longevity Pay Differential: 17 and 18 years state service receive 2% above base salary; 19 years receive 3%; 20 years receive 4%; 21 years receive 5%; 22-24 years receive 6%; and 25 years receive 8%.
Exam Type:	State-wide

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. All applicants must meet the minimum qualifications as stated in this examination announcement by the cut-off date (see below).

HOW TO APPLY

Applications must be POSTMARKED no later than 5:00 p.m. on the cut-off date (see below). FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: The examination title and code must be indicated on the application.

In addition to a completed State Application (Std. Form 678), all applicants **are required** to fill out a Coordinator and Senior Coordinator (Fire and Rescue Services) Supplemental Application.

Email Christina.Harris@caloes.ca.gov for a copy of the Coordinator and Senior Coordinator Fire and Rescue Services Supplemental Application.

State and Supplemental applications postmarked, personally delivered or received via inter-office mail after the advertised cut-off date will be held for the next administration of the examination.

SUBMIT STATE APPLICATIONS and SUPPLEMENTAL APPLICATIONS ONLY TO THE ADDRESS INDICATED BELOW. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). Applications may be obtained at www.jobs.ca.gov and www.caloes.ca.gov on the Internet or at any Employment Development Department office.

FILE BY MAIL / IN PERSON:

California Governor's Office of Emergency Services
Human Resources – Examinations
3650 Schriever Avenue,
Mather, CA 95655

Note: If you do not include all the required documents, you will not be considered for this exam.

TESTING AND FINAL FILE DATE INFORMATION

Final File Date: Continuous Filing (a cut-off date will be posted prior to the next administration of this examination).

Once you have taken the examination, you may not reapply for twelve (12) months.

***This examination will be processed quarterly. The Cut Off dates are listed below:**

March 21st June 21st September 21st December 21st

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application. A Special Testing Arrangements Questionnaire will be sent to you for completing and returning to the California Governor's Office of Emergency Services for review and approval. If you have questions regarding special testing arrangements please call the California Governor's Office of Emergency Services, Recruitment and Selection Services at (916) 845-8321. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications received without this information will be rejected.**
Resumes are optional.

MINIMUM QUALIFICATIONS

ALL LEVELS: The following education is required when general experience is used to qualify at any level:

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Either I

Experience: Five years of broad and progressively responsible fire department experience performing fire control and/or urban search and rescue work at the rank of Battalion Chief or equivalent staff position. Two years of this experience must have been in a supervisory or administrative capacity involving program development, implementation, budgeting, and/or grant preparation and administration.

Or II

Experience: Five years of experience in special operations at the local, State, or Federal level, with major assignment in planning and field operations of urban search and rescue resources, involving the coordination of fire, rescue, law enforcement, or emergency medical services. Experience must include staff functions such as research, training, equipment specifications, personnel management, or program management.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

POSITION DESCRIPTION & LOCATION

Under the direction of the Deputy Chief, Fire, incumbent provides professional staff support for research and development of the Cal OES Fire and rescue fleet, contract administration of the Fire & Rescue Branch's vehicle purchase and acquisition program; fleet management including preventive maintenance and repair. Responds to emergencies and incidents within California or outside California as assigned; provides guidance and coordination for operations of the fleet during emergency operations incidents; provides staff support for Fire and Rescue Branch committees and working groups; and performs other related duties as assigned.

Positions exist in various regions throughout the State of California.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrates administrative ability; tact and professional demeanor; willingness to work effectively and agreeably under adverse conditions; extensive travel in-State, out-of-State and internationally on short notice, including weekends and holidays for periodic meetings, and long-term field commitments during major emergencies or disasters.

EXAMINATION INFORMATION

This examination consists of a Supplemental Application weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Competitors will receive the results of this examination by mail within four to six weeks following the Cut Off Date.

Note: Once you have taken the examination, you may not reapply for twelve (12) months.

SCOPE OF EXAMINATION

Knowledge of: Current fire suppression and control principles, techniques, and equipment including the operation of fire engines; current urban search and rescue techniques, principles, equipment, and communications; dispatching methods used for fire suppression, urban search and rescue incidents, hazardous materials incidents, and emergency medical services; methods and procedures of negotiating mutual aid agreements at all government levels; State of California and Federal Emergency Management Agency Urban Search and Rescue Response System; procedures for integrating fire suppression operations of local, State, and Federal agencies; objectives, organization, and operation of local, State, and Federal emergency services and disaster response to incidents; purpose, organization, activities, and basic legislation pertaining to the Office of Emergency Services, and provisions of State and national statutes governing emergency management and response; training principles and methods of current urban search and rescue operations; Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) and its publications; and Incident Command System and Multiagency Coordination System.

Ability to: Establish and maintain cooperative working relationships with various agencies and all persons contacted in the emergency fire and rescue program; analyze data and effectively present ideas; prepare clear, complete and technically accurate reports; exercise initiative and function with minimal supervision; analyze situations accurately and take effective actions; and relate and effectively communicate with local, State, and Federal officials on executive and/or administrative levels.

ELIGIBLE LIST INFORMATION

A **departmental open** eligible list has been established for the California Governor's Office of Emergency Services. The names of the successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility **will expire 24 months** after it is established unless the needs of the service and conditions of the list warrant a change in the period.

EMPLOYEE BENEFITS

The California Governor's Office of Emergency Services offers benefits in the following areas, including but not limited to:

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| ➤ Health, Dental, and Vision | ➤ Retirement Benefits |
| ➤ Cash Benefit Programs | ➤ 401(k) and 457 Deferred Compensation plans |
| ➤ Disability Insurance | ➤ Vacation, Sick, and other Paid Leave |
| ➤ Beneficiary/Survivor Benefits | ➤ Training Courses |

A complete list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

CAREER CREDITS

Career credits are not granted in open examinations.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow, or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorable discharged or releases. Veteran status is verified by the California Department of Human resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

CONTACT INFORMATION

California Governor's Office of Emergency Services,
Selection Services,
3650 Schriever Ave.
Mather, CA 95655
Email: Examinations@caloes.ca.gov
Phone: (916) 845-8321

GENERAL INFORMATION

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification at www.jobs.ca.gov.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Governor's Office of Emergency Services Recruitment and Selection Services, 3650 Schriever Ave, Mather, CA 95655.
Voice (916) 845-8321 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.